

## **OBC FACT SHEET: PREQUALIFICATION OF CONTRACTORS**

### Year Established:

1978. Pursuant to provisions of Article VI, Section 4 (f) of the Charter of the City of Baltimore; and the City of Baltimore Rules for Qualification of Contractors.

### Who Must be Prequalified:

All contractors, whether prime contractors or subcontractors, intending to bid on or perform contracts with the City for an amount of \$25000 or greater.

### Difference Between Prequalification and Certification:

A Prequalification Certificate insures the City that a firm is qualified in their profession to do the contracted work. Certification is a process whereby a firm owned by a minority or woman can seek classification as an MBE and/or WBE by applying to the Minority and Women's Business Opportunity Office in the City's Law Department. Their phone number is (410) 396.4355 and their website is: [www.baltimorecity.gov/government/law/mwboo.html](http://www.baltimorecity.gov/government/law/mwboo.html)

### When must you be prequalified:

Prime contractors must be prequalified prior to purchasing bid documents and submitting a bid. Subcontractors must be prequalified prior to commencing work.

### Where to apply for prequalification:

Submit an original signed and notarized Contractor Application to:  
Office of Boards and Commissions  
751 Eastern Avenue  
Baltimore, Maryland 21202  
Att: Contractor Prequalification

\* Please note, since we have no way of tracking receipt, faxed or e-mailed applications are not acceptable submissions.

### Is there a fee?

There is no cost to the applicant for the prequalification process or for your Prequalification Certificate.

### Contact Person:

Mari B. Ross, Chief  
Phone: 410.396.6883  
E-mail: [mari.ross@baltimorecity.gov](mailto:mari.ross@baltimorecity.gov)

### How long is the prequalification process start to finish?

Approximately 40 days from the date a fully completed application is received to Board of Estimates approval.

### Length of approval per prequalification period and renewal frequency thereafter:

One year from BOE approval date. Re-qualification is required on an annual basis.

### Website:

[www.baltimorecity.gov/government/dpw](http://www.baltimorecity.gov/government/dpw) Once on the DPW page scroll down left side column and click on Office of Boards and Commissions.